

Payment

For MOAPS submissions, the agency or organization may require the individual to pay at the time of fingerprinting. If payment is to be made by the agency or organization, payment arrangements must be made with IIS.

For paper fingerprint card submissions to the CRID, payment must accompany the fingerprint cards. Cards received without payment will be returned to the submitting individual, agency or organization.

Process Overview for the Applicant

1. Call IIS's toll-free number or go to the secure web site for an appointment.
2. The applicant will provide certain identifying information, the reason for being fingerprinted, and for whom they are being printed.
3. The applicant will choose from available appointment times and locations.
4. At the scheduled appointment, IIS will verify identification of the applicant using a photo ID, such as a driver's license, passport, military ID, etc.
5. Applicant must be ready to pay the appropriate fee at the time of fingerprinting unless other arrangements have been made by the hiring/licensing agency with IIS.
6. Applicant will receive a receipt, which will include the transaction identification number. This number can be used to track the transaction through the entire process.

Average time to complete the fingerprinting process is 10 minutes.

Challenge to Criminal History

An individual may challenge the accuracy of results supplied to the employer/ licensing agency by contacting CRID. The required applicant fingerprint card will be available for this purpose by request. E-mail, fax or telephone your request for an applicant fingerprint card by using the contact information below.

Contact Information

**Missouri State Highway Patrol
Criminal Records and Identification
Division (CRID)**
1510 East Elm Street
PO Box 9500
Jefferson City, MO 65102

Phone: (573) 526-6153
Fax: (573) 751-9382
E-mail: mshpcrid@mshp.dps.mo.gov

**Identix Identification
Services (IIS)**
1-866-522-7067
www.identix.com/iis

The vendor for this program was established through the State of Missouri's competitive bid process. IIS is the sole source of electronic submission for Fingerprint Applicant Background Checks. Electronic submissions of Fingerprint-based Applicant Background Checks will not be accepted from any other source.

Employer's Guide to



**MISSOURI APPLICANT
PROCESSING SERVICES**

Fingerprint-based Applicant Background Checks

A partnership of the Missouri State Highway Patrol
Criminal Records and Identification Division
and
Identix Identification Services

We understand it is important for fingerprint-based applicant background checks to be processed quickly, accurately and with as little hassle as possible. Employers, licensing agencies, applicants and public safety depend on it.

To better serve applicants, agencies and employers, the Missouri State Highway Patrol, Criminal Records and Identification Division (CRID), has partnered with Identix Identification Services (IIS) to provide a new option in applicant processing. Processing centers are being established throughout the state to take applicant fingerprints and identifying information for electronic submission to CRID for processing. All processing will be performed by CRID personnel; no criminal history information will be available to IIS.

Advantages of Electronic Submission

- ✓ Convenient locations for applicants throughout the state
- ✓ No messy ink
- ✓ Fast response time for employers
- ✓ Convenient reporting options for employers
- ✓ Added security in confirming fingerprints are from individual submitting application
- ✓ Frees up agency/organization resources previously allocated to fingerprinting

The Missouri State Legislature has mandated that fingerprint-based background checks be conducted for paid or volunteer employment or licensing in a wide variety of areas such as child care, health care, educators, school bus drivers, security, etc.

The present system that requires submission of paper fingerprint cards, although effective, takes several weeks to process. The Missouri Applicant Processing System (MOAPS) has been implemented to give employers and licensing agencies an option to complete the process in **days** rather than weeks.

Options

Electronic Submission:

Employers and licensing agencies may choose to submit information electronically by using the Missouri Applicant Processing System. (Allow 5 business days for processing.)

1. Have each applicant call the toll-free IIS phone number or go to the secure web site to book an appointment.
2. Within five (5) business days after the applicant has been printed, notification of the results will be sent to the agency or organization from the CRID.

Fees

| | |
|------------------|-------------------|
| CRID Search Only | CRID & FBI Search |
| \$26.95 | \$50.95 |

Search types are determined by enabling state or federal legislation.

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|----------------------|
| <u>Fee breakdown</u> |
| FBI - \$24.00 |
| CRID - \$14.00 |
| IIS - \$12.95 |

Paper Card Submission:

(Allow 4-6 weeks for processing.)
Employers may choose to continue to submit paper fingerprint cards by sending them, along with payment, to:

Missouri State Highway Patrol
1510 East Elm Street
PO Box 9500
Jefferson City, MO 65102

Fees

| | |
|---|---|
| CRID Search Only (one card required) | CRID & FBI Search (two cards required) |
| \$14 | \$38 |

Search types are determined by enabling state or federal legislation.

CRID will never make a hiring determination. Employment or licensing will be at the sole discretion of the employer or licensing agency, using the information provided.

Getting Set Up

If an agency or organization chooses to use MOAPS, either for all or part of their submissions, they should contact IIS to set up the desired reporting/billing formats.

IIS should be contacted if the agency or organization requires a contract for service to be established to authorize payment.

Special group appointments at agency/organization locations are available for groups of 30 or more applicants by contacting IIS.